

Maricopa County Community Services Commission

Maricopa County Human Services Department

234 N. Central, 3rd Floor,
Arizona Conference Room
Phoenix, Arizona 85004

Monday, February 22, 2010

6:00 PM

Meeting Minutes

Members Present:

City of Glendale - Councilman Steve Frate
City of Tolleson – Councilwoman Kathie Farr
Town of Gila Bend – Vice Mayor Fred Hull
Valley of the Sun United Way – Amy Schwabenlender
APS – Louise Moskowitz
City of Avondale – Councilman Frank Scott

Glenn Cuzzort – Low Income Representative
Sister Barbara Webster – Low Income Representative
SRP – Marty Sonnenberg
The Salvation Army – Roberta Furlong
Chicanos Por La Causa - Terri Cruz

Presenters/Staff/Guests Present:

Staff:

Marge Leyvas
Eileen Albillar
Frances Delgado
Erik Miller
Trish Georgeff
Amy Butera

Guests:

Joy McClain, Tolleson CAP
Diane Dempsey, Gila Bend CAP
Mary Hutchinson – Tempe CAP
John Paul Lopez – City of Tolleson
Reyes Medrano – City of Tolleson

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| 1. Call to Order | Chair Louise Moskowitz called the meeting to order at 6:05 PM. |
| 2. Roll Call | Erik Miller called roll and a quorum was established. |
| 3. Opening Prayer | Marty Sonnenberg led the prayer. |
| 4. Pledge of Allegiance | Roberta Furlong led the Pledge of Allegiance. |

5. Call to the Public

Chairman Louise Moskowitz called to the public:

City of Tolleson Manager, Reyes Medrano, introduced himself and the Assistant City Manager, John Paul Lopez. Mr. Medrano shared the impact of the CAP office on the residents of Tolleson. "We don't know what we would do without the CAP office". He stressed concern for realigning the CAP boundaries and the impacts on the communities within the boundaries. Mr. Medrano stated that the City Council's objective is to keep the Tolleson CAP office open whether it is by the city providing partial funding or by taking on the full administrative cost.

Mary Hutchinson of TCAA shared information regarding a fund raiser – the Empty Bowls Event. The bowls were made by children, clients and other community members and are sold to bring awareness to Hunger issues. The profits are split between the Tempe CAA food bank and the United Food Bank. Bowls were available for sale.

Chairman Louise Moskowitz shared that APS is offering vouchers for the Surprise Sun Dancers Game to be held Thursday, March 4th at 1:00. The vouchers can be submitted at the ticket office for the actual tickets for the game.

6. Approval of Minutes

Chairman Moskowitz asked for approval of the January 25, 2010, meeting minutes. Vice Mayor Fred Hull made a motion to approve the minutes as presented. Vice Mayor Kathie Farr seconded the motion. All were in favor and the minutes were accepted as presented.

7. Overview of HB 2008 & CAP Status

Marge Leyvas provided the following on HB 2008:

All 13 CAP agencies have accepted the MCHSD HB2008 policies and procedures applicable to funds provided by Maricopa County. All training has been provided/completed on site at the CAP agency locations. It has been made very clear that the HB 2008 procedures are strictly for funding provided by Maricopa County.

Eileen Albillar provided the following on CAP status and weatherization:

Effective today – all agencies are taking applications for assistance. Ten (10) training sessions were conducted. CAP agencies resumed application intake as follows:

- Effective February 1st – Avondale, Glendale, Tempe.
- Effective February 8th – Chandler, Gilbert, Guadalupe, Peoria, Wickenburg, Tolleson, Scottsdale.
- Effective February 22nd – Gila Bend, Buckeye.

The Weatherization database module went into effect 2/16/10. The module captures all of the weatherization home data in our own internal database. It allows access up-to-the minute information on the measures being implemented in the homes, instead of having to request the information from the subcontractor. This will assist in reporting on impacts in the community and the families receiving home weatherization services.

DOE ARRA weatherization jobs (individual homes) completed to date:

- November 2009 – 1 job projected / 1 job completed
- December 2009 – 6 jobs projected / 17 jobs completed
- January 2010 – 15 jobs projected / 35 jobs completed

Ramp-up continues to attain completion of 60 jobs per month by August 2010 and forward, to ensure the goal of 1600 units is met by the end of the program.

In addition to the ARRA funds, other funds have been used to weatherize other units in addition to the ARRA weatherized homes since the beginning of the fiscal year, July 1, 2009.

A special weatherization project is being conducted in the Town of Guadalupe. Father Fidelis, a 47 unit property of the Housing Authority of Maricopa County, is being weatherized with insulation work beginning today and should be completed within two weeks.

A second special project is Padua Hills (25 units) located in Wickenburg. This project should be complete by the end of March 2010.

Three weatherization intake/outreach staff are in the training phase and have been going out and doing pre-screening and application intake.

All weatherization staff is attending a condensed weatherization boot camp at the FSL Southwest Building Science Training Center March 29th thru March 31st. This is the only center in the southwest that provides this type of training. The 5-day training was condensed to 3 days for our staff, so they have a better understanding of the process involved.

Last month, the AZ Dept of Housing conducted an on-site monitoring. Forty-two (42) files from the last two fiscal years were reviewed. We received a letter today stating there were no issues. The client files from Tempe and Gila Bend were specifically commended for their organization and were quoted as "a pleasure to review." Marge Leyvas will forward a copy of the letter to the two CAP Directors.

Kathie Farr thanked Eileen Albillar the HB2008 training provided onsite at the Tolleson CAP office, which she was able to attend. She stated the presentation was easy to understand and that all questions were answered thoroughly.

Marge Leyvas, continued:

Notice was received from the AZ Department of Housing advising of the statewide elimination of Housing Trust Fund (HTF) /Emergency Prevention of Homelessness funds and program effective July 1, 2010. The funds are used for rent and mortgage assistance to prevent homelessness. Over the years the CSD allocation has increased from \$135,000 to about \$200,000. Due to state budget issues, effective July 1, 2010, the HTF funds will no longer be available. Currently, we have \$197,000 for rent and mortgage and approximately \$22,000 dollars in administrative dollars. HTF funds used for roof replacement by 1-2 rural state CAAs are also eliminated.

A DES amendment was received which reduces our current fiscal year TANF funds by \$147,000. We began the year with approximately \$872,000. We have been reduced to about \$725,000.

As previously shared, there were locally planned and state planned SSBG funds. At the beginning of this fiscal year, the state planned funds were not provided, a reduction of approximately \$30,000.

Earlier today, the 10 state CAA directors met with Sandra Mendez of DES who shared that the state has a deficit of approximately \$42 million for TANF cash benefits. At this time, the SFY2011 TANF funds for CAA's are being reduced by approximately 18%. Ms. Mendez stated that spreadsheets with funding projections per each CAA should be available within the next 2 weeks.

It is likely there will be further reductions. The addition of a new CAA entity serving Glendale effective July 1, 2010, in the current statewide funding formula, will impact funds available to all CAAs.

8. Approval Community Action Needs Assessment

Marge shared that the assessment was developed by Research Advisory Services (Tony Sissons) for use by the Commission in its deliberations regarding the current recommendation to reconfigure geographic realignment of the CAP community services areas. The assessment consists of 50+pages in summary and 150 pages in background. A copy is available for review; please let Marge Leyvas know if you would like to read through it.

The assessment had not been formally accepted previously. Marge Leyvas asked for approval of the Community Action Needs Assessment. Terri Cruz made a motion to approve the assessment as presented. Fred Hull seconded the motion. The motion passed unanimously.

9. By-Laws –Approval of Revisions

Committee members – Glenn Cuzzort, Councilman Steve Frate and Amy Schwabenlender. Copies of the by-laws with changes highlighted in yellow were distributed to the Commission members.

Marge Leyvas noted the following changes/revisions:

Page 1 - Effective 7/1/2010 the city of Glendale will not be in service area.

Page 2 – Inclusion of reference to the responsibility for determination of the internal funding formula.

Page 2 – Inclusion of responsibility for geographic realignments – due to municipal annexations, municipal planning areas, etc.

Page 7, 2nd paragraph – Sentence deleted due to contradiction elsewhere in the by-laws.

Page 7, B – Resource Assessment Committee reducing number of members from mandatory 5 to minimum of 4 members.

Page 7, C – By-Laws committee section: addition of missing sentence regarding submittal of recommendations to the commission.

Page 8, Committee Quorum – Addition of options for video and teleconferencing to enhance participation in committee meetings.

In regards to attendance, a definition of “just cause” will be presented at the next meeting for consideration for addition to the Commission policies and procedures. Currently there is no definition of just cause such as for illness of self or immediate family member, unavoidable work related issue, etc.

Louise Moskowitz asked for approval of the revisions to the By-Laws. Vice Mayor Kathie Farr made a motion to approve the revisions. Marty Sonnenberg seconded the motion. Motion carried unanimously.

10. Review of Commission Recommendation to Board of Supervisors

The document which was previously emailed to the Commission was distributed. The Commission's recommendations for geographic realignment of the CAP community services areas are on the February 24 agenda of the MC Board of Supervisors for their consideration.

The Board of Supervisors has final authority on this issue. The Commission determined these recommendations at the June 2009 meeting. This is just a reminder of the recommendations. Councilman Frank Scott and Chairman Louise Moskowitz will be attending the Board of Supervisors meeting on February 24th.

11. Approve CAP Administrative /Operating Funding Formula Revision

Marge Leyvas shared the current, per CAP community service area, 125% FPL population spreadsheet. She stated that there have been funding reductions which will likely continue through the upcoming year. She reviewed the current CAP administrative/operating funding formula:

- base allocation \$75,000 to each subcontracted entity
- balance of funds allocated per percentage share of poverty population @ 125% of FPL.

The SFY2011 CAP contracting, RFP's for private non-for-profits and IGAs for governmental entities, is on hold pending the BOS decision on the Commission's recommendations for realignment. From prior years, we are 2 months behind schedule. It will be imperative that a funding formula be in place to enable contract negotiations as soon as possible after the BOS decision.

If the administrative funding formula remains as is, we will be facing significant critical issues. She shared (overhead projection of spreadsheets) different scenarios. The scenarios reflected an eleven CAP community service areas:

- excluding Glendale as it will have its own CAA effective July 1, 2010
- including a base allocation for CSD staff to continue to serve the El Mirage area but without an allocation based on poverty population.

The scenarios reflected the current formula (\$75,000 base) with reduced revenue sources. These scenarios showed CAPs with less than 2% of the poverty population receiving near to similar amounts as CAPs with significantly larger poverty populations. Marge adjusted the scenarios to reflect different revenue levels.

Proposed administrative/operations funding formula

Of the funds available for administrative/operating:

- 40% of funds to be utilized for a base to be divided equally and allocated to each entity
- 60% of funds to be allocated by percentage share of poverty population

The revised model moves away from a set base to a base determined by a percentage of dollars available. A larger portion of the available funds would be based on poverty population.

Marge noted that the poverty figures would change once the 2010 census poverty information is available.

Discussion:

Concern was expressed over reductions and what seemed like penalizations to larger CAP's with the current formula (set \$75,000 base). Several Commission members stressed the importance and need for the administrative operating dollars.

At the June 22, 2009, meeting, the Commission addressed the necessary adjustments to service areas due to municipal annexations as well as the unincorporated areas currently served by Glendale. These take effect July 1, 2010. Spreadsheet scenarios, if approved by the BOS, reflecting community service area geographic realignment were also presented.

Staff was requested to provide CAPs as much advanced notice of changes to administrative/operating dollars as possible. Marge shared that notice would be provided after the BOS' decision on geographic realignment and discussed during contract negotiations. Various members stressed the need for change from a set base to a base determined by a percentage of available funds.

Chairman Louise Moskowitz asked for approval of the revision to the CAP Administrative/Operating Funding Formula. Amy Schwabenlender made a motion to approve the revisions. Councilman Steve Frate seconded the motion. Motion passed unanimously. Chairman Louise Moskowitz noted that there were no members opposed and no members abstaining from the vote.

12. Acceptance of Sister Barbara Webster's Resignation

Chairman Louise Moskowitz stated, "With sadness we have to say goodbye to Sister Barbara Webster, we thank her for all of the service she has provided to the community and the commission." Sister Webster was presented with a plaque commemorating her contributions to the community.

Sister Webster will be moving to New Castle outside Pittsburgh to assist in the management of a new HUD senior housing complex.

Chairman Louise Moskowitz asked for acceptance of Sister Barbara Webster's resignation. Vice Mayor Kathie Farr made a motion to accept the resignation. Councilman Steve Frate seconded the motion with regret. Motion passed unanimously.

13. Election of Officers

Terri Cruz motioned to retain the current officers. Marty Sonnenberg seconded the motion. Motion passed unanimously.

14. Adjournment

Chair Louise Moskowitz called for a motion to adjourn. Frank Scott made a motion to adjourn. Amy Schwabenlender seconded the motion. The meeting was adjourned at 7:20 pm